1.7 COMPUTER USE POLICY

The North Branford Library Department provides computers for public use and access to the Internet to enhance our mission and support the Library's role in making information available in a variety of formats. By using a public computer at either the Atwater Memorial Library or the Edward Smith Library the patron agrees to abide by the following policies and procedures, as well as the Patron Code of Conduct.

Computer Use Information

- All patrons are required to sign in when using Library computers.
- Because Library computers are a shared resource available to the public, it is important to log out of all personal accounts before ending your computer session.
- All public computers are configured to reset to the default status and all temporary files are deleted daily when the computers are shut down.
- Users can save files to a flash drive with a USB port or to the desktop. Note: files saved to the public computers will be deleted when the computer is shut down.
- Supported software applications installed on all public computers include, but are not limited to: Microsoft Office including Word, Excel, Publisher and PowerPoint, and Internet browsers Microsoft Edge, Mozilla Firefox, and Google Chrome.
- Patrons using a computer to play games, watch videos with sound, or listen to music must keep the volume low or use headphones.

  Inappropriate use includes, but is not limited to:

  - Attempting to alter default settings or install, delete, or modify Library hardware or software in any way
  - Destruction of or damage to equipment or software
  - Displaying text or graphics defined by federal or state law as obscenity or pornography, or any material that we deem inappropriate
  - Using Library equipment to harm, interfere or disrupt other Library users or services
  - Using the Library's equipment and/or technology to perform any illegal activity or violate any local, state or federal code/laws

Disclaimers

- The Library cannot be held responsible for any damage to property or loss of data incurred while using Library computers or electronic resources.
- All users of the Library's technology are subject to the North Branford Library Department *Internet Access Policy.*

Children's Computers

- Computers in the children's areas of the Library are for children's use only. Adults are prohibited from using these computers for any purpose unless they are a parent/legal guardian/caregiver accompanying a child or assisting a child.

Assistance

- Library staff have limited availability to assist users and cannot provide in-depth support for computer users.
- Library staff are unable to process financial and personal transactions on behalf of Library patrons.

Printing

- Printing is available from all public computers for a fee. Printing costs are 10 cents per page for black and white. Color copies are available for 25 cents per page.

Privacy and Security

- Patrons should not have an expectation of privacy, as all public computers are in view of other patrons and library staff.
- The Library takes reasonable steps to maintain a secure environment and protect its networks from unauthorized access, however, security of the user's information, activities or transactions while using the Library's equipment or networks is not guaranteed.
- Patrons must not purposely alter, manipulate, remove or damage computer software or hardware, including Library files or settings.

The North Branford Library Department reserves the right to suspend the use of the computers or terminate Library privileges of any person who abuses the above principles or uses library computing equipment, electronic devices or network for an illegal purpose.

Approved by the Library Board October 14, 2020